

## EMPLOYEE WARNING NOTICE

Employee Name: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Department: \_\_\_\_\_ I.D. No.: \_\_\_\_\_

### Type of Violation

- Attendance
- Insubordination
- Failure to Follow Instructions
- Rudeness to other Employees
- Violation of Company Policies
- Poor Work Quality
- Other \_\_\_\_\_

### Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM
1 <sup>st</sup> Warning				
2 <sup>nd</sup> Warning				
3 <sup>rd</sup> Warning				

### Employer Statement

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ A.M./P.M.

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### Employee Statement

- I agree with the employer's statement.
- I disagree with the employer's description of the violation for these reasons:

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### Action to be taken:

- Warning  Probation  Suspension  Dismissal  Other \_\_\_\_\_

Consequence should incident occur again: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read this employee warning notice and I understand it.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor who Issued Warning

\_\_\_\_\_  
Date